

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-076

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, June 21, 2007

Attending: Commissioners Maxwell, Granlund and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Fire Marshal Pargas; Battalion Chief O'Brien; Lieutenant Jeff Adams; Firefighters Knowles, Warm, Ager; Michael and Tiko Matthias; Larry Rude; Administrative Secretary Betty Stonesifer

The meeting was called to order at 6:03 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of June 7, 2007 were approved as presented by Motion of Commissioner Granlund, seconded by Commissioner McGee, MOTION PASSED.

Financial Reports:

- Revenue Report from May 2007 – Reviewed for information.
- Expense Report for June 2007 – Reviewed for information.
Chief Lemon noted that the final numbers vs. budget were 2% on the positive side.
- Transport Revenue Report for May 2007 – Reviewed for information.
Deposits this month were \$38,000. Collections are better than 50%.

Firefighter Knowles exited the meeting at this time.

- Budget Amendment – Chief Lemon distributed budget amendment proposals and reviewed them with the Board. Commissioner Maxwell observed that the amended budget would probably be the base line for next year's budget. Commissioner McGee made a MOTION to approve the amendments to the budget as presented, Commissioner Granlund seconded the motion, MOTION PASSED.
- Firefighter Michael Ager reported on his proposal for the Department to purchase emergency supplies to be used by Department personnel and their families in the event of a major disaster. His research into what would be needed was based on his experience with recovery efforts in the aftermath of hurricane Katrina. Some of the needs identified were water, food, and AC powered portable radios. He calculated the cost to stockpile the necessary emergency supplies at \$7,500 based on what would be needed to sustain 40 people for a two week period. No action was taken by the Board at this time. The Board thanked Firefighter Ager for his good report.

Firefighter Knowles re-entered the meeting at this time.

Correspondence:

- City of Maple Valley Agenda: Chief Lemon provided the City of Maple Valley's financial report for the Board to review.
- City of Covington Agenda: Nothing to report.

Meetings:

- 06/13/07 Maple Valley-Black Diamond Chamber Business Development Committee – Chief Lemon was elected to the Board of Directors. Rod Buehner of King County will be meeting with the Chamber to provide information regarding the development of an area known as the “Donut Hole.” Negotiations between the City of Maple Valley and King County continue.
- 06/18/07 Maple Valley City Council – Chief Lemon attended the meeting. The City Council is expected to move forward with adoption of the 2006 International Fire Codes and the local amendments. This will be voted on at the June 26th meeting.
- 06/20/07 King County Fire Chief's Association – Chief Lemon reported that the King County Fire Investigation Unit's relocation to the Sheriff's Office was discussed.

Commissioner McGee reported on the EMS levy status. He said that a 24 cent levy was discussed as well as the possibility of a 29 or 30 cent lid lift.

Chief Lemon reported that the EMS Advisory Board plans to add another half medic unit in King County in 2008.

- 06/20/07 Maple Valley-Black Diamond Chamber Monthly Membership Meeting – Chief Lemon attended this meeting.
- 06/21/07 Zone 3 Fire Marshals – Fire Marshal Pargas attended this meeting today.

Public Comment: None

Business

- King County Fire Investigation Unit Move to Sheriff's Office – Chief Lemon reported that the King County Fire Chiefs have formed a sub-committee to look into this. A meeting is scheduled for June 29th. Chief Lemon will attend. There is an oversight meeting also scheduled for July 25th.

Lt Jeff Adams entered the meeting at this time.

- **Resolutions**
 - R-2007-08 Transport Billing Paid by Tax Revenue - Chief Lemon reported that Faye Barker and Ingrid Fine visited Systems Design yesterday for review and audit of the transport billing process. A report of that meeting was distributed to the Board and it was reviewed for information. They reported that the transport billing process is going well. The office staff will review the internal audit SOG and make recommendations.

A MOTION was made by Commissioner Granlund to approve Resolution R-2007-08 Transport Billing Paid by Tax Revenue as presented. It was seconded by Commissioner McGee, MOTION PASSED.

Lieutenant Jeff Adams entered the meeting at this time.

- R-2007-06 Growth Management Policy
- R-2007-07 Adopting the Level of Service Contribution Policy

Michael Matthias presented his final report on the Growth Management and Level of Service Contribution Policies. The report included updated growth projections and fine-tuned mitigation fee calculations. He said that both policies are now at the point of implementation and presentation to the City of the SEPA process along with identification of emergency services as a mitigation need. He suggested that our position should be presented in detail to the hearing examiner so that he has advance awareness. Michael stated that he will continue to re-evaluate this every six months.

Commissioner McGee made a MOTION to approve Resolution R-2007-06 Growth Management Policy and Resolution R-2007-07 Level of Service Contribution Policy, seconded by Commissioner Granlund, MOTION PASSED.

- AG 43-1008 Growth Management Policy - The two week review period is concluded. A MOTION was made by Commissioner McGee to approve AG 43-1008 Growth Management Policy as presented, seconded by Commissioner Granlund, MOTION PASSED.
- AG 43-1009 Level of Service Contribution (LOSC) Policy - The two week review period is concluded. AG 43-1009 Level of Service Contribution Policy was presented with updated projection calculations. Commissioner Granlund made a MOTION to approve the updated AG 43-1009 Level of Service Contribution Policy, seconded by Commissioner McGee, MOTION PASSED.
- SOG 43-4100 Apparatus Driver/Operator Evaluation/Certification – Commissioner McGee made a MOTION to approve SOG 43-4100 Apparatus Driver/Operator Evaluation/Certification, seconded by Commissioner Granlund, MOTION PASSED.
- SOG 43-4101 Apparatus Driver Re-Certification – Commissioner McGee made a MOTION to approve SOG 43-4101 Apparatus Driver Re-Certification, seconded by Commissioner Granlund, MOTION PASSED.
- Web Site Up-Date Report: Chief Lemon reported that some technical details are being worked on. Michele DeLeon has been trained to upload and edit the information. It should be completed in July. Photographs will be taken for the web site as well as the station lobby wall in July.

- Negotiations with Local 3062 – Union President Knowles said that PERC trainers would be available for a two day training session and they would also be available for the negotiations. No firm date has been scheduled.

- Covington Contract Termination and Division of Assets: Chief Lemon reported that he and Assistant Chief Doerflinger met with Chief Jim Schneider, Linda Mock and Larry Rable. An agreement on what we owe King County Fire Protection District 37 is being worked on. An agreement has not yet been worked out on how this will be paid.

- No-Man's Land (Status Report): Chief Lemon reported that no progress has been made. We are still waiting on the report from the insurance company. Public meetings will begin after that report is received.

- Long Range Plan Up-Date – A date for a review workshop will be set at the July 19th Board Meeting.

Personnel

- Personnel Injury Report(s) - Executive Session

- New Assistant Fire Chief PSC – Executive Session

Operations

- Major Emergency Incident Report:
 - 06/18/07 Drowning Lake Retreat – Assistant Chief Doerflinger reported on this tragic incident which resulted in the death of a Renton High School student at a party being held at Lake Retreat. Our response was quick but there was a lengthy delay in getting a diver to the scene.

- Assistant Chief Doerflinger reported that Volunteer graduation is set for July 1st at 10 am.

- 06/25 through 07/1 – Assistant Chief Doerflinger reported that he and Fire Marshal Pargas attended an organizational meeting to plan for a “Woodstock” type event which is to be located at Royal Arch Park. Approximately 500 to 600 people are expected to attend.

- Assistant Chief Doerflinger requested approval of the Board to purchase updated defibrillators to replace the Zolls that we now have, with the ROC study set to begin 7/2. He proposed that we purchase 9 Phillips Defibrillators (five to be located - one at each station, and four for the Chiefs) at a cost of \$1,800 per unit. The Zolls would be sold as surplus equipment. A MOTION was made by Commissioner McGee to authorize the purchase of the new Phillips Defibrillators and the sale of the Zoll Defibrillators as surplus, seconded by Commissioner Granlund, MOTION PASSED.

- Wellness/Fitness Initiative: Assistant Chief Doerflinger reported that he received a second proposal from Health Source that was more expensive than the previous one. Commissioner McGee will provide Assistant Chief Doerflinger with information on the City of Renton's Wellness/Fitness program so that he can request a proposal from the company that they are currently using.

Fire Prevention

- Fire Marshal
 - Fire Inspections: Inspections are on-going. Two part-time employees have been hired to assist Fire Marshal Pargas. They are John Fernandez and Laughton Montgomery. Fire Marshal Pargas reported that the engine companies are doing their inspections as assigned and he has been doing some inspections of non-permitted county occupancies with King County Inspectors.
 - Adoption of the 2006 International Fire Code and the local City of Maple Valley Amendments – Fire Marshal Pargas expects this to be accepted and approved at the next City Council meeting.
- Public Education
 - Public Survey Cards – The first mailing went out today. These cards will provide us with feedback from the public on how we are doing with regard to meeting their needs, processing their billing, etc. A card was mailed to the involved party in every 10th incident beginning with May 1st to the present. Responses will be tracked. The Board thanked Firefighter Mike Seery for his work in the development of this program and Janine Johnson's for her work in finishing the development and implementation of this public feedback process.
 - Friday, June 29th – Boeing Kid's Day – This district will send an engine and crew to participate.
- MV ECC – No report. There was no meeting this month and there will be no meeting in July. Fire Marshal stated that a disaster preparedness resource manual is being worked on.
- July 4th - Fireworks sales will begin next week. There are five fireworks stands in Maple Valley and three outside the City. Fireworks rules are being posted in public places.
- LOSC Fees Update - Two plats will final in the next few days.

Vehicles & Equipment:

- Engine 81 back in service – The steering assist and air conditioner have been fixed.
- Engine 80 will be out of service beginning tomorrow for steering assist repair.
- The new Aid Car is scheduled for delivery in December. Larry and Kelley Jensen visited the factory recently. They were very impressed with the facility.

Facilities:

- Station 85 Water Test – Chief Lemon distributed the report for the Board's review.

Community Issues:

- 06/8,9,10/07, Maple Valley Days Report: Fire Marshal reported that in spite of the weather all went very smoothly. There were some parking issues and there were three incidents requiring police response.
- 06/29, 30/2007 Relay for Life Cancer Walk: Twenty-one people have signed up to participate. The Department ranks 4th overall in money earned to date.
- 4th of July at Park – Commissioner Granlund reminded everyone about the celebration at Lake Wilderness Park and urged everyone to attend.

Vouchers:

- Reviewed & Approved #41091 through #41092 for \$5,772.74 (Cap Imp Fund)
- Reviewed & Approved #41107 through #41146 for \$26,855.26 (Gen Exp Fund)
- Reviewed & Approved #5408 through #5431 for \$6,169.64
- Reviewed & Approved #5433 through #5435 for \$517.16
- Reviewed & Approved #5483 for \$184.70
- Reviewed & Approved #5504 for \$597.50 (Flexible Spending Account)
- Reviewed & Approved #5506 for \$2,898.84 (Union Dues)
- Payroll for \$152,028.25
- Retirement for \$25,062.28
- Deferred Compensation for \$8,108.00
- Taxes for \$34,255.12

Executive Session:

- Personnel Issues
- Union Grievance Concerning Overtime

The Board of Commissioners recessed the regular meeting at 7:45 p.m. to convene an Executive Session to discuss personnel issues, the contract of the newly hired Assistant Chief, and the Union Grievance regarding mandatory overtime. The Board announced that the Executive Session would be in session for approximately 60 minutes.

The Board of Fire Commissioners returned to regular session at 9:15 p.m. Chairperson Fred Maxwell announced that the Union's Grievance appeal to the Board of Fire Commissioners had been denied.

A MOTION was made by Commissioner McGee to authorize the hiring and approval of a personal service contract for Assistant Fire Chief Larry Rude, seconded by Commissioner Granlund, MOTION PASSED.

A MOTION was made by Commissioner Granlund to authorize the up-date and approval of Assistant Chief Doerflinger's personal service contract, seconded by Commissioner McGee, MOTION PASSED.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 9:16 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Ms. Stonesifer